

NOA 721 – REASSIGNMENT

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Action → Reassignment or open the existing 721 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> Effective Date SSN (with dashes) NOA (use LOV or type it in) = 721 Authority Code (use LOV or type it in)
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> Block 15 = Position Title, if applicable
4	Complete the REMARKS AND ADDRESS Tab <ul style="list-style-type: none"> Part F – Remarks for SF-50 – enter appropriate remarks.
5	Click on <Save> icon to save
6	Click on the EXTRA INFORMATION button and complete the following DDFS. Click <OK> and <Save> after completing each window. <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.</p> <p><u>OBLIGATED INFORMATION</u></p> <p>Verify all flexfields are blank, if there is a value clear it out.</p> <p><u>GLOBAL INFORMATION FOR 5/7/9 NOAS</u></p> <p>Drawdown Action ID = 0 (not applicable)</p> <p>Date Last Equiv Increase = must be input (navigate to People → Enter & Maintain → Assignment → Entries → Within Grade Increase → Entry Values to determine the correct input)</p> <p>Date WGI Due = must be input (navigate to People → Enter & Maintain → Assignment → Entries → Within Grade Increase → Entry Values to determine the correct input)</p>
7	Close <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or Update HR.